



City of NORFOLK

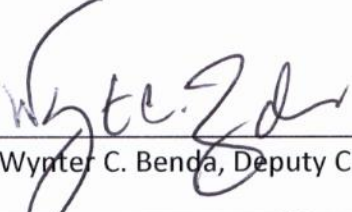
C: Dir., Norfolk Community Services Board

To the Honorable Council
City of Norfolk, Virginia

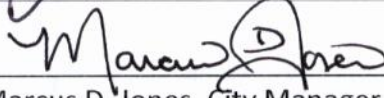
December 15, 2015

From: Sarah Paige Fuller, Director, Community
Services Board

Subject: Grant Award from the
Virginia Department of Behavioral
Health and Developmental Services -
\$350,000

Reviewed: 
Wynter C. Benda, Deputy City Manager

Ward/Superward: Citywide

Approved: 
Marcus D. Jones, City Manager

Item Number:

R-4

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** City of Norfolk

III. **Description:**

This agenda item is an ordinance to accept funding from the Virginia Department of Behavioral Health and Developmental Services ("VDBHDS") to provide permanent supportive housing through housing resources and rental assistance to consumers of the Norfolk Community Services Board ("CSB") who are experiencing homelessness.

IV. **Analysis**

This grant award of \$350,000 is provided through the Norfolk CSB's Performance Contract and will be re-authorized annually. This grant will provide permanent supportive housing through housing resources and rental assistance to consumers of the Norfolk CSB who are experiencing homelessness. This is a regional project that will also serve persons from Chesapeake and Western Tidewater.

V. **Financial Impact**

The \$350,000 grant award in FY 2016 is ongoing. Re-authorization of this grant is expected annually. There is no local cash match required for this grant.

VI. **Environmental**

N/A. Units will be inspected prior to leasing to ensure housing quality and safety.

VII. Community Outreach/Notification

Public notification for this agenda item was conducted through the City of Norfolk's agenda notification process.

VIII. Board/Commission Action

The Norfolk CSB Board of Directors was notified of this award.

IX. Coordination/Outreach

This letter and ordinance have been coordinated with the Department of Finance, the Office of Budget and Strategic Planning, and the City Attorney's Office.

Supporting Material from the City Attorney's office.

- Ordinance
- Exhibit D

11/19/2015 JEC/11

Form and Correctness Approved:

By [Signature]
Office of the City Attorney

Contents Approved:

By [Signature]
DEPT. NCSB

NORFOLK, VIRGINIA

Pursuant to Section 72 of the City Charter, I hereby certify that the money required for this item is in the city treasury to the credit of the fund from which it is drawn and not appropriated for any other purpose.

\$ 350,000

2275-31-9132-9132 ^{be}

[Signature]
Director of Finance

Account

11/20/15
Date

ORDINANCE No.

AN ORDINANCE ACCEPTING A GRANT AWARD OF \$350,000.00 FROM THE VIRGINIA DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES TO PROVIDE PERMANENT SUPPORTIVE HOUSING THROUGH RENTAL ASSISTANCE TO CONSUMERS OF THE NORFOLK COMMUNITY SERVICES BOARD AND APPROPRIATING AND AUTHORIZING EXPENDITURE OF THE GRANT FUNDS.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a grant of \$350,000.00 from the Virginia Department of Behavioral Health and Developmental Services to provide supportive housing through rental assistance to consumers of the Norfolk Community Services Board is hereby accepted.

Section 2:- That \$350,000.00 in grant funds is hereby appropriated and authorized for expenditure, if and when made available from the Virginia Department of Behavioral Health and Developmental Services.

Section 3:- That this ordinance shall be in effect from and after its adoption.

Exhibit D: Individual CSB Performance Measures for the Cooperative Agreement to Benefit Homeless Individuals (CABHI) Virginia Road2Home Project known as the Virginia Road2Home Project

This project is comprised of the federal CABHI Grant and the Permanent Supportive Housing (PSH) Program

A. Department Responsibilities: In order to implement the Virginia Road2Home Project, the Department agrees to comply with the following requirements.

1. The Department shall provide up to \$485,914 of federal block grant mental health funds, up to \$466,859 federal block grant substance abuse funds, and \$350,000 mental health state funds for a total of up to \$1,302,773 in regular semi-monthly disbursements to the CSB for implementation of the Virginia Road2Home Project, as described in the CABHI Grant number 1H79T1026051-01 and the PSH Program that are incorporated into and made a part of this exhibit by reference. These allocations may be adjusted quarterly pursuant to Section A.2.
2. The Department may adjust the CSB's allocation of SAMHSA funds pursuant to 45 CFR Part § 75.305 of the award notice which requires the Department to monitor as closely as possible the timing for the actual spending of federal funds. Quarterly reports will be used to monitor the employment of staff, and based on actual hiring dates, the Department will prorate federal funds accordingly. Non-personnel funds for components of the budget will not be adjusted as long as the reports document the CSB is providing services. The state mental health funds for PSH may be adjusted based on the CSB's compliance with its responsibilities, including the utilization requirements in B.2 and B.5 and requirements in B.4 for maximizing funds from other sources.

B. CSB Responsibilities: In order to implement the Virginia Road2Home Project, the CSB agrees to comply with the following requirements.

1. The CSB shall begin the implementation of the project as soon as possible after October 1, 2015 and not later than January 15, 2016.
2. The CSB shall comply with the requirements in the CABHI Grant Number: 1H79T1026051-01 and the PSH Program that are incorporated into and made a part of this exhibit by reference, and any subsequent additions and revisions to the requirements agreed to by the participating parties. If the implementation of the program is not meeting its projected implementation schedule, the CSB shall provide a written explanation to and seek technical assistance from the Office of Mental Health and Substance Abuse Services.
3. The CSB shall develop a memorandum of understanding (MOU) with Chesapeake Integrated Behavioral Healthcare and the Western Tidewater Community Services Board defining the service area for the Virginia Road2Home Project to include individuals who reside in the Cities of Chesapeake and Suffolk and the counties of Isle of Wight and Southampton. Individuals residing in those locations may receive Virginia Road2Home Project services according to the MOU and in the letters of support from Chesapeake Integrated Behavioral Healthcare and the Western Tidewater CSB, attached to this exhibit.
4. The CSB shall maximize billing and collection of funds from other sources including Medicaid and other fees in accordance with Section 5 Resources in the contract body to increase the funds available for individuals receiving services funded through the Virginia Road2Home Project.

FY 2016 Community Services Performance Contract Renewal and Revision

5. The CSB shall assist Department staff as requested with any case-level utilization review activities, making records of individuals receiving Virginia Road2Home services available and providing access to individuals receiving Virginia Road2Home services for interviews.
6. The CSB shall track and account for federal SAMHSA and mental health state funds earmarked for the Virginia Road2Home Project, reporting expenditure of these funds separately in the implementation status reports required in B.8. Based on these reports, the Department may adjust the amount of federal funds on a quarterly basis, according to Section A.2., up to the amount indicated in Section A.1. The CSB shall include applicable information about individuals receiving Virginia Road2Home Project services and the services they receive in the CSB's information system and its CCS 3 monthly extracts.

The funds are to be displayed in CARS performance contract and mid-year and end of the year reports as MH-CABHI federal block grant funds or SA-CABHI federal block grant funds, and CABHI-PSH mental health state funds.

7. The CSB shall reserve any FY 2016 mental health state funds earmarked for the Virginia Road2Home Project that remain unspent at the end of the fiscal year to be used only for the Virginia Road2Home Project in subsequent fiscal years.
8. The CSB shall submit implementation status reports for the Virginia Road2Home Project quarterly by the 1st business day following the end of the quarter (e.g. January 15, 2016; April 1st, 2016; July 15, 2016), and as requested by the Office of Mental Health and Substance Abuse Services.

C. Conflicts: In the event of any conflict between provisions in this exhibit and in the contract body, the provisions in this exhibit shall control.

Signatures: In witness thereof, the Department and the CSB have caused this performance contract amendment to be executed by the following duly authorized officials.

**Virginia Department of Behavioral Health
and Developmental Services**

By: _____

Name: Jack W. Barber, M.D.
Title: Interim Commissioner

Date: _____

Norfolk Community Services Board

By:  _____

Name: Ms. Dana L. Redding
Title: CSB Chairperson

Date: Nov 18, 2015

By:  _____

Name: Ms. Sarah Paige Fuller
Title: CSB Executive Director

Date: 11/18/2015